**University of Windsor Quality Assurance Flow Chart**

**Cyclical Program Reviews** 2023/24

**External Review**

**Site Visit target dates: October to December 2024**

External Reviewers submit a joint report within 6 weeks of Site Visit

**The AAU prepares a self-study and submits to QA Office**

**3 Components**:

**AAU Response to External Reviewers’ Report**

AAU Response to Review by AAU Head:

*2 week deadline after receipt of Report*

Approval by Departmental Council (as required)

1. **Self-Study Brief**

**Deadlines:**

**1st Draft: November 30, 2023**

**Final Draft: March 15, 2024**

Tables and Sections which must be completed by the AAU for the 1st Draft Review:

Undergraduate Tables:

Table 1a

Table 7a

Graduate Tables:

Table 1b

Table 7b

Other Tables:

Table 8

Table 14

Sections:

Undergraduate:

B.1., B.1.1 and most of B.1.2

Graduate:

B.2, B.2.1 and most of B.2.2

Most of sections C, D, E, and F should be completed (except for sub-sections where data tables are forthcoming).

Please refer to your ‘Delegation of Tasks’ Document for delegated tasks in each section to be completed.

**(3) Faculty CVs**

**Deadline:**

**1st Draft: July 31, 2023**

**2nd Draft: October 2, 2023**

 **Use templates for:**

* IQAP Faculty CVs
* IQAP CVs for non-e-CV users

**(2) Minimum of 8 external reviewer nominees**

* No more than half of nominees from Ontario
* Representation to cover all programs/program fields under review

**Deadline: November 30, 2023**

**Dean’s Response to External Reviewers’ Report**

Dean’s Response to Review

*2 week deadline after receipt of AAU Response*

Approval by Faculty Council (as required)

**Senate**

* Summary and Recommendations for information

**UPR Subcommittee of PDC**

**Quality Council**

* Summary and Recommendations

**Office of Quality Assurance coordinates Site Visit dates with Reviewers**

All documents (self-study, CVs, appendices) provided to reviewers at least 4-6 weeks in advance of site visit

**The Dean, Quality Assurance Office selects and invites reviewers and appoints review committee.**

(2 external reviewers and 1 internal)

|  |  |
| --- | --- |
| **LIST OF DATA TABLES FOR INCLUSION IN THE SELF-STUDY BRIEF:** |  |
| **Table #** | **Table Title** | **Responsibility** | **When table is expected to be provided to AAU** |
| **UNDERGRADUATE TABLES (1a to 7a)**   |
| 1a | Undergraduate Program Learning Outcomes | AAU  | To be prepared by the AAU |
| 2a | Applications and Registrations | Quality Assurance office  | June |
| 3a | Grade Distribution Profiles for All Courses  | Quality Assurance office  | June |
| 4a | Courses offered to students in the past four years/Course Demand Data: Enrolment Waiting Lists  | Quality Assurance office | June |
| 5a | Undergraduate 5(b): Undergraduate Retention and Graduation | Quality Assurance office  | Undergrad: June |
| 6a | Undergraduate 6(a): AAU Enrolment Distribution | Quality Assurance Office  | Undergrad: June |
| 7a | Projected Undergraduate intake and enrolments (7 years)  | AAU  | To be prepared by the AAU  |
| **GRADUATE TABLES (1b to 7b)**  |
| 1b | Graduate Program Learning Outcomes | AAU  | To be prepared by the AAU |
| 2b | Graduate Applications and Registrations | Quality Assurance office  | June |
| 3b | Graduate Grade Distribution Profiles for All Courses  | Quality Assurance office  | June |
| 4b | Graduate Courses offered to students in the past four years/Course Demand Data: Enrolment Waiting Lists  | Quality Assurance office | June |
| 5b | Graduate New Enrolment, Completions and Withdrawals by Year of Admission (Cohort Data) | Quality Assurance office  | Graduate: October |
| 6b | (i) Graduate AAU Enrolment Distribution (ii) Graduate Student Complement, Withdrawals and Completions by Academic Year (Flow-Through Data)   | Quality Assurance Office  | Graduate: October  |
| 7b | Projected Graduate intake and enrolments (7 years)  | AAU  | To be prepared by the AAU  |
| **TABLES 8 TO 15**  |
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| 9 | Scholarly and Creative Activity  | Quality Assurance office  | After faculty CVs are finalized |
| 10 | Completed (Career) and Current Numbers of Thesis Supervisions by Faculty Members | Quality Assurance office  | After faculty CVs are finalized |
| 11 (a) to (d) | Teaching Assignments for past 4 years  | Quality Assurance office | June |
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| 13 a,b | Financial Support for Graduate Students  | Quality Assurance office  | June |
| 14 | AAU Internal Operating Funding  | AAU  | AAU to request from Finance/Budget Analyst  |
| 15/15a  | External Operating Research Funding by Source and Year | Quality Assurance office  | After faculty CVs are finalized |

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Appendix C – Leddy Library Report

Appendix D – Undergraduate Course Syllabi

Appendix E – Graduate Course Syllabi

Appendix F – Course Descriptions

\*Additional appendices may be added such as:

* Student Handbook
* Student satisfaction survey results
* Organizational charts
* Special AAU policies regarding course loads, course relief and related policies
* Faculty criteria for promotion, renewal and tenure
* Other curriculum documents, etc.

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